CANFIELD VILLAGE

MIDDLE SCHOOL

2026-2027

Welcome to Canfield Village Middle School

Canfield Village Middle School is a special place for students to learn and grow from childhood to adolescence. We are dedicated to creating an environment that is safe, secure and that nurtures the whole child at this critical time in their development.

Parents and students are encouraged to be actively involved in the school. This is a great time to explore and grow. Students will discover new friends, new skills, and new interests. We want your child to experience an exciting school year at CVMS.

This handbook is designed to assist you during the school year whenever questions arise regarding policies, procedures, the code of conduct, and activities. The Head Principal and Assistant Principal Offices are open from 7:15 a.m. – 3:15 p.m. Please direct all behavior or discipline concerns to the Assistant Principal's office at 330-533-5544. All other concerns should be directed to the Head Principal's office at 330-533-4019.

"We will create an educational environment that nurtures the whole child inspiring each student to reach their highest potential."

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District Information

Calendar

For a full district calendar visit http://www.canfieldschools.net/school_home.aspx?schoolid=2

District Phone Numbers

Superintendent	330-533-3303	Mr. Joe Knoll
Director of Curriculum and Instruction	330-533-3303	Mr. John Vitto
Village Middle School Offices	330-533-5544 Principal	Mr. Judd Rubin
	330-533-4019 Assistant Principal	Mr. Joe Maroni
High School	330-533-5507 Principal	Mr. Sal Maiorana
	330-533-7032 Assistant Principal	Mr. Mason Seachrist
Hilltop	330-533-9806 Principal	Mr. Mike Flood
C. H. Campbell	330-533-5959 Principal	Mr. Travis Lavery
Athletic Office	330-533-5341	Mr. Robert Beam
Special Services	330-533-6219	Ms. Shannon Miller
Bus Garage	330-533-3832	Ms. Linda Cervello

Academic Information

Communications to Parents

Parents are welcome to call the school between the hours of 7:15 am and 3:15 pm with questions and/or concerns. Every staff member also has email. Please understand that FERPA only allows us to discuss information relating to your child. Permission slips must be signed before communicating via e-mail and/or when communicating with anyone other than a student's parents. Information can be obtained by calling the office or by contacting the homeroom teacher. Conferences are held two times a year; however, you are free to contact a teacher at any time to arrange meeting to discuss your concerns. All teachers have email addresses set up as follows: first initial then last name "@canfieldschools.net." All emails are located on the CVMS home page at http://www.canfieldschools.net/.

Grading Scale and Interim Reports

Students are assessed in a variety of ways throughout each grading period. Teachers create assessment tools based on the needs of each student. Letter grades will be given in all formal courses. Interim reports will be posted on ProgressBook at the halfway point of each grading period. Report cards will be available at the end of each grading period of the school year. There will be two grading periods per semester. **All report cards will be posted on ProgressBook at the end of each grading period.** ProgressBook is available for continuous grade monitoring. Every student, and every parent, has login information. The school applies the following grading system:

90 to 100 = A = Excellent Achievement
80 to 89 = B = Good Achievement
70 to 79 = C = Satisfactory Achievement
60 to 69 = D= Minimum-Acceptable Achievement
59 and below= F= Failure/No Credit

O= Outstanding Achievement S= Satisfactory Achievement U= Unsatisfactory Achievement

High Honor Roll: All A's, O's and S's Honors: A's and B's, O's and S's

All expressive arts courses will be graded with an O, S, or U. Band and choir will be issued O, S, and U in grades 5 and 6, and letter grades in grades 7 and 8.

Homework/Assignment Books

Reasonable out-of-school assignments are made and required. Each student at CVMS is required to have and use an assignment book. The purpose is to help students develop the organizational and independent work skills they will need to complete daily tasks. Using an assignment book is an important skill for every student in Village Middle school to develop.

Web Pages

Each teacher and administrator has a web page that is available for students and parents at all times. The purpose of this site is to communicate curriculum goals, important events, and student achievements. Go to http://www.canfieldschools.net/.

Promotion

All Village Middle school students who fail two or more academic subjects (reading, language arts, math, social studies, and science) may be retained in the current grade. Promotion will be considered if the student attends and passes summer school or is tutored by a certified teacher. Progress reports must be obtained from the summer school or tutor before promotion will be considered. Final determination of a student's grade level placement will be made by the building principal.

ProgressBook

Teachers at CVMS utilize ProgressBook. ProgressBook enables parents to stay informed of their child's grades and progress throughout the year. CVMS will issue usernames and passwords for students and parents to utilize throughout the school year. Passwords are the same as last year. Contact Lynette Brownlee at lbrownlee@canfieldschools.net if you need your login information.

School Connects All-Call

Canfield Local School District will utilize School Connects, an all-call system, to keep families informed. One primary number per family will be designated as the primary number for School Connects calls.

Attendance and Tardiness

State law requires that parents call the Village Middle school each day their child is absent. Parents are asked to call the attendance office before 9:00 A.M. at 330-533-5544.

It is important that your child be here each day on time. **When a student has been tardy five times in a semester period to either class and or/or school, a detention will be issued.** The following is a guideline for school absences at CVMS:

If you arrive to school:

Between 7:55 a.m. - 9:45 a.m. - Tardy
Between 9:45 a.m. - 12:40 p.m. - ½ day a.m. absence
After 12:30 p.m. - Full day absence

If you leave School:

Between 7:45 a.m. – 9:45 a.m. - Full day absence
Between 9:45 a.m. – 12:30 p.m. - ½ day p.m. absence
After 12:30 p.m. – Partial Absence

Students are expected to stay in school the entire day. The only acceptable reasons for leaving school are: 1) doctor's appointment, 2) court appearance, 3) illness, 4) emergency situations. In the case of a doctor's appointment or court appearance, the event must be verified with a note from the doctor or court. **With illness the student must first report to the nurse's office and be evaluated. See below for specific absence types.**

It is the belief of the Canfield Local Schools that regular attendance is vital to the academic, personal, and social needs of all students. Regular attendance promotes good citizenship, responsibility, character, and personal integrity. It is the responsibility of parents to ensure the proper and consistent attendance of each student.

Canfield Local Schools recognizes 3 types of student absences:

	Definition	Documentation	Make up work
Verified	Absence due to a doctor's visit, court appearance, or approved vacation.	1. Attendance secretary is notified the day of the absence by 8:30 a.m. **AND** 2. A signed, dated note from a physician or court official is returned to office within 24 hours of return to school.	All work may be made up after a verified absence. It is the student's responsibility to make arrangements with the teachers.** All work is due within the number of days that were missed.

Excused	Absence due to personal illness, family illness, death in family, or other reasonable situations as determined by the administration. Excused absences DO count toward excessive absence.	1. Attendance secretary is notified the day of the absence by 8:30 a.m. **AND** 2. A signed, dated note from a parent is returned to office within 24 hours of return to school.	All work may be made up after an excused absence unless the student violates the excessive absence policy. It is the student's responsibility to make arrangements with the teachers.** All work is due within the number of days that were missed.
Unexcused /Truancy*	Absence from school without a legal reason. Unexcused absences DO count toward excessive absence.	No documentation is provided, or reasons given do not meet the standards set for verified or excused absences.	No work will be allowed to be made up and the student will receive no credit for days missed.

Ohio Law requires schools to take measures to assist the student and his/her family in resolving attendance problems. HB 410 provides that "in the event that a child of compulsory school age is absent with or without legitimate excuse for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the school will notify the child's parent/guardian/custodian of the child's absences, in writing. At that time, the school may take any appropriate action as an intervention strategy", including but not limited to: parent education/parenting programs, mediation, implementation of an absence intervention plan which may include supportive services for students and families, interventions available through juvenile authorities, and/or a referral to Juvenile Court.

Highlights of HB 410:

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
    a. Absent 30 or more consecutive hours without a legitimate excuse;
    b. Absent 42 or more hours in one month without a legitimate excuse; or
    c. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes 'excessive absences':
    a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
    b. Absent 65 or more hours in one school year with or without a legitimate excuse.

** When a student is absent, they should check their teachers' Google Classroom for any information and/or assignments that may have been missed.

Family Vacation: A student may have up to 5 days of verified absence due to family vacation if the procedure below is followed.

a. Student obtains a vacation request packet from the office at least 2 weeks prior to planned departure.
b. Parent/guardian and student should follow directions and return the completed form to the office at least 1 week before planned departure.
c. It is the student's responsibility to obtain work from teachers the day before planned departure.
d. All work is due upon return from vacation and all tests must be made up within 1 week of return.

Chronic Absenteeism: Chronic Absenteeism is defined by the Ohio Department of Education and Workforce as missing 10% or more of the school year (instructional hours) for any reason–excused, medically excused, unexcused, and/or suspensions. Chronic Absenteeism is listed on the State of Ohio Report Card as a percentage.

*HB 96 requires schools to notify parents when students have missed 5% and 10% of the instructional hours. Missing an average of 2 days/month (18 days) puts a student at risk of becoming Chronically Absent. Research shows school attendance is highly correlational with academic success.

Please make attendance a priority.

Due process: The parents or guardians of students with attendance concerns will be contacted by letter and/or phone to meet with administrators to develop a plan to improve attendance and avoid loss of credit or penalties.

Canfield Village Middle School Day: Students are expected to remain in school for the entire day. The only acceptable reasons for tardiness or leaving school early are doctor's appointment, court appearance, illness or emergency. Documentation for tardiness or leaving early is the same as for full day absence.

If you arrive at school . . .	**You are considered . .**		**If you leave school . . .**	**You are considered . .**
Between 7:55 and 9:45	Tardy		Between 7:55 and 9:45	Full day absence
Between 9:45 and 12:30	Absent ½ day a.m.		Between 9:45 and 12:30	Absent ½ day p.m.
After 12:30 p.m.	Full day absence		After 12:30 p.m.	Partial Absence

1. **Late to School:** The CVMS school day begins at 7:55 a.m. Any student not in homeroom by that time is considered tardy.

Number of tardies per semester	**Penalty**
1 - 4	Reminder that students are expected to be in school on time
5 - 8	After school detention will be issued. After school detention will be served at 2:50 p.m.
9 - 12	Saturday Detention will be issued. Saturday detention will be served from 8 – 10 a.m.
13 and above	Suspension. In-school or out-of-school to be determined by the principal.

Tardies reset to zero at end of the first semester (18 weeks), not at the end of each grading period (9 weeks).

2. **Late to class:** Students are expected to be in class when the tardy bell rings. Each teacher has the right to handle tardiness to class as a classroom behavior issue.

Emergency/Safety Procedures

Student safety is of the utmost importance to us. After reviewing emergency situations, our Safe Schools Committee has developed drills (described below) to be practiced here at school. Practice drills are very important because they help the children develop routines for emergencies. Drills are handled in a very calm manner. When necessary, time is provided for students to talk about situations before and after such drills.

Emergency Closing of School
When schools are closed because of bad weather or other calamity, the announcement will be broadcast through local media outlets and all-calls will be made when permissible. Families should listen/watch local media for information concerning a delayed start or cancellation of school. If school is delayed, classes will begin later and conclude at the normal time.

Evacuation Drill
Rapid Dismissal Drills are held throughout the school year. If a situation would occur during the school day, students are expected to leave the school in an orderly manner and follow their classroom teacher to an assigned "safe zone," as defined in the school safety plan. If a situation would occur at dismissal, students would exit the building, quickly and quietly, and board their buses.

Fire Drill
Directions for drills are posted in each classroom. When the fire alarm is sounded, students are to stand and leave the classroom in a quiet and orderly manner. They should go immediately to the designated area and wait for the principal to signal them to return to the building.

Lockdown Drill
A lockdown procedure has been developed, in collaboration with the Canfield Police Department, to ensure student safety in case of a threat or an intruder that may endanger the students. When a lockdown occurs, teachers will be signaled to lock their doors and take students to a safe area of the room. Halls will be patrolled by administrators and the police. Teachers will be signaled when to come out of a lockdown drill.

Police officers will bring trained dogs into the school on specific instances. Since these dogs may be used in the case of an emergency, it is necessary to practice what to do in this situation.

In the case of a real emergency and the need to evacuate students arises, the students will leave the building as directed by the police officers and go to an identified safe zone.

School Delay
In the case of inclement weather, the Superintendent may announce a two-hour delay of school. This information will be communicated through the same means as an Emergency Closing of School (radio and TV). In the case of a school delay, buses will pick up students two hours later than their normal pick-up time. The day will end at the normal dismissal time. The students' daily class schedules will be amended to accommodate the delay. Please never leave children unattended with the expectation of them going to school in two hours as a full cancellation of the school day may occur.

Tornado Drill
Directions for a tornado drill are posted in each of the rooms. Students will be directed to go to a safe place. A tornado alert is a serious concern because lives are at stake if the proper procedures are not observed.

Student Activities

Athletic/Extracurricular
Participation in the sports and clubs at our school provides enjoyment, competition, and a broadening of experience for our students in grades seven and eight. While fifth and sixth grade students are not permitted to be members of any interscholastic team, we do encourage their attendance at the sporting events. **Students have no absolute right to participate in athletic/extracurricular activities. Involvement is a privilege, not a right.** Note: ALL STUDENTS MUST ATTEND SCHOOL A MINIMUM OF FOUR PERIODS IN ORDER TO PARTICIPATE IN ANY ATHLETIC/EXTRACURRICULAR CONTEST, PRODUCTION, PRACTICE, ETC.

Participation in clubs and activities is open to all students. Participation is limited for our fifth and sixth grade students. We make every attempt to provide a wide range of extracurricular activities in an effort to meet the diverse needs of Village Middle school students. While attending any school-sponsored event, all students are subject to the Code of Conduct.

School Dances
Canfield Village Middle School sponsors dances during the year. Only students from Canfield Village Middle School are permitted to attend dances. No guests from other schools are permitted. All students attending the event are expected to dance in a respectful and appropriate manner. Explicit, provocative, or inappropriate dancing will not be tolerated. The administration reserves the right to deny permission to attend to any student who is not in good standing. Attending dances is a privilege, not a right.

Student Conduct

Positive Behavior Interventions and Support
Positive Behavior Interventions and Support (PBIS) is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a child who misbehaves.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what the appropriate behaviors are. Throughout the school day—in class, at lunch and on the bus—kids understand what's expected of them.

The foundation of PBIS at CVMS are the building-wide expectations of:

Be Safe
Be Responsible
Be Respectful



Our behavior expectations are presented in our 1) Behavior matrix, which will be posted in all areas of the school environment, as well as 2) Direct teaching through lesson plans which helps students engage in the expected behavior.

Code of Conduct

It is the desire of the staff of Canfield Village Middle School that each individual student will govern her/himself with respect and that s/he will respect the rules that have been established for the Village Middle school. Parents/guardians will be kept informed of student behavioral problems.

The basic philosophy is that each student is an individual. As a result, the procedures and methods may vary depending on the individual needs of the student. Violations of the Code of Conduct may result in verbal or written warning or reprimand, referral to the guidance staff, parental contact or conference, loss of school privileges, detention, in-school suspension, Saturday school, community service, removal from class, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

Any violation of Board Policy, district guidelines and/or school rules can result in disciplinary actions. The code of conduct is in effect while students are under the authority of school personnel or involved in any school and/or extracurricular activity. In addition, misconduct by a student, regardless of where it occurs, that is directed at a district official or employee, or the property of such official is subject to any discipline deemed appropriate by the administration/staff.

Disciplinary Policies

In order to maintain a safe school environment, the administration/faculty reserves the right to discipline a student when his/her behavior disrupts the school environment. The following behaviors have been identified as examples for reference only. Please understand that while we have highlighted some primary behaviors, it is impossible to list all of the behaviors that could occur during any given school day.

Academic Dishonesty

At Canfield Village Middle School cheating and plagiarism are two of the most serious offenses that threaten the educational goals of students. Cheating and plagiarism are defined as:

a) Using another person's work in any form as your own.
b) Copying or using another person's homework, test, book report, term paper, or any assignment or material used in the course.
c) Using as your own, any person's ideas, expressions, or words without giving the original author credit including downloaded material from the Internet. This includes copy and paste.
d) Having in your possession or preparing to have any material or device which may give an unfair advantage.
e) Failing to follow any and all testing procedures or instructions announced by the instructor.
f) In any way taking unfair advantage to complete an assignment or any assessment.

A first offense will result in a grade of "zero" for the assignment or assessment. A second offense may result in removal from class and a letter grade of "F" for the final grade.

Falsifying signatures, data, or refusing to give proper identification or giving false information to a staff member is prohibited and subject to disciplinary consequences.

Disrespect/Insubordination

It is important for every student to comply with the rules of the school and respect all school personnel at all times. This includes following rules at school-sponsored activities as well. Noncompliance with school rules or disregard for the authority of school personnel will be considered disrespect/insubordination. The staff will deal with these situations as deemed necessary.

Disruption of the School Day

Every student has the right to learn. Behaviors that interrupt the learning process may result in a consequence issued by the teacher/staff. In the case of repeated offenses, students may be referred to the administration. Staff and administration has the right to determine what is considered a "disruption".

Hazing

Hazing is defined by ORC 2307.44 as "Doing any act or coercing another, including the victim, to do any act of initiation into any student group or other organization that causes or creates a substantial risk of causing mental or physical harm to any person." Hazing, at any level, will not be tolerated and may be subject to disciplinary action.

Physical Confrontation

In order to maintain a safe environment, physical altercations of any kind will not be tolerated. Out-of-school suspension may be given for such an offense. Recommendation for the Guidance Anger Management program may be suggested as an alternative for first offenses.

Gum

Chewing gum is not permitted at Village Middle school. Students who violate this rule may be issued a consequence by the classroom teacher and repeated offenses may result in an office referral.

Skipping Class/Late to Class/Unprepared for Class

Students are required to be in their class on time and prepared for the daily activities. Students who violate this rule may be issued a consequence by the classroom teacher. Repeated offenses may result in a referral to the administration.

Theft

Students are responsible for their own belongings as well as items issued by the school. Valuable items do not belong in school. However, theft on school grounds cannot be tolerated. Stealing includes taking items from a classroom, a locker, the bus, the lost and found, and/or hallways.

Tobacco, Alcohol, and Other Drugs

It is a violation of school policy and state statute to sell or possess so-called "Look-alike drugs" or "Look-alike alcohol," when represented as controlled substances, when in fact they are not; or which are controlled substances falsely represented to be a different type of illegal drug. The penalty for possession, use, and trafficking of drugs, and paraphernalia look-alike drugs, and tobacco will be **immediate suspension or expulsion**. Consuming any amount of any alcoholic beverage regardless of the location of its consumption and then reporting to school and/or any school-sponsored event at home or away shall result in immediate suspension or expulsion. The school and family will then develop a plan for rehabilitation. The willingness to accept treatment will affect the length of the school consequences.

Vandalism

The materials that are used by students, such as textbooks, library books or other school materials are loaned to students free of charge. Those materials are to be treated with care. If books or materials are missing or damaged while assigned to a student, the student will be charged for the replacement or repair of such item. Students responsible for damage to any school material/property will be charged for replacement and/or repair of such item.

Damage and/or defacing school or private property including: buildings, grounds, equipment, motor vehicles, materials, or anything on school property shall result in suspension. Full restitution is required. Expulsion may be recommended depending on the severity of each case. Damage or defacing private property of any and all school personnel, on or off school grounds will be considered to be a school related offence. Acts of this nature may also be subject to criminal prosecution. Please understand that entry in the building after normal school hours must require authorization and/or supervision. Failure to acquire such authorization shall be classified as unlawful entry.

Weapons

Possessing, handling, transmitting, or concealing any weapon or instrument capable of harming another shall result in immediate confiscation of the weapon and/or instrument and the immediate emergency removal of the individual from school premises. Please understand that a pocketknife and any weapon look-alike is considered in this category. The removal follows the guidelines as established under Board Policy 5614.

Harassment, Intimidation, or Bullying

As per Ohio Legislative House Bill 276, the Ohio State Board of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy, and this school district's Board of Education Policy.

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relationships between members of the school community.

Harassment, Intimidation, or bullying towards a student, whether by students, staff, or third party is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another student(s) more than once and the behavior both causes, mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts that a student or a group of students exhibit toward another particular student(s) more than once and the behavior both causes

mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any, student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should **immediately report the situation to the building principal/assistant principal**, the Superintendent, or utilize the Bully Tip Line by calling 330 965 2871 or accessing the Tip Line on the web at https://tec.access-k12.org/tipline/index. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated by the building principal or appropriate administrator and a written report of the investigation prepared upon completion. Such reports shall include findings, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry concerning allegations aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment intimidation, and/or bullying.

If after investigation, act of harassment intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports and they shall be promptly forwarded to the building principal for review, investigation, and action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirements

At least semi-annually; the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school- sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student or volunteer determined to have made an intentionally false report about harassment intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide

appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines, as well as aggressive behavior and bullying in general, will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

Consequences

Community Service
Community service can be assigned during a lunch period or after school depending on the nature of the violation. Students assigned to community service will be working with our custodial staff. Any student who misses a community service assignment will be assigned detention.

Detention
Detentions are served on Tuesdays and Thursdays from 2:45 – 3:30. Parents will receive notification regarding assigned detention dates in the mail. The student will also be given a copy from the assigning teacher. Any student who misses detention will be given one makeup attempt per semester. Students who miss the makeup date will be assigned a Saturday School. If a pattern of detentions occurs (5 or more), a Saturday school will be assigned.

Saturday School
Saturday School is scheduled as needed from 8:00-10:00 A.M. To receive credit for attending Saturday School, the student MUST arrive on time. Students are responsible for bringing work for the two-hour period. If your child cannot serve or misses Saturday school for any reason, an in-school suspension will be assigned.

In-school Suspension (ISS)
ISS is for infractions that rise above the level of Saturday school but not as serious as OSS. If a student is assigned to in-school detention, they will be isolated in a designated classroom with the ability to do all of their schoolwork assigned for that day. Students must sit and complete all of their assignments. They may not leave the room or see any other students. Teachers will provide assignments. Students are technically not suspended and may participate in after school activities. Students will be monitored by an adult.

Out of School Suspension (OSS)
Out of School Suspension (OSS) means that a student has been removed from all related school activities, curricular and extracurricular, for a period of time in excess of 24 hours but not to exceed ten school days. During this time the student is not to be on school premises at any time unless brought in for counseling or conferences. Students suspended out of school will not have the right to make up work. They may not participate in after school activities. Student due process as prescribed and required by Ohio Law shall be followed when suspension occurs. (See Canfield Local Schools Policy 5611) School transportation will not be available on the day a suspension is issued. A parent or guardian will need to arrange transportation home.

Expulsion

Expulsion shall be understood to mean the exclusion of a student from all school attendance and related activities (both curricular and extracurricular) for the remainder of the current semester. An expelled student is not permitted on school grounds at any time for any reason without permission from the administration.

Due Process Rights

Our belief is to always approach discipline in a positive and confidential manner. A student's discipline can only be discussed with that student and/or his parents. Any parent has the right to discuss any disciplinary issue. You can do so by contacting the Principal/Assistant Principal. Parents have the right to appeal a suspension/expulsion. This can be done by contacting the Superintendent's Office.

These student rules are general in nature. The staff makes every attempt to deal with behavior on an individual basis. While consequences may be necessary to deal with an immediate situation, our goal is to foster appropriate behavior so all students can meet with success.

STUDENT CODE OF CONDUCT

Level 1 Behavior (Conduct which impedes orderly operation of classroom or school)

Level 1 behavior should be dealt with in the classroom by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school administrators until the classroom teacher has taken at least three documented, progressive level one disciplinary actions. Thereafter the classroom teacher may refer the student to the office. However, earlier referral may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes outside assistance is necessary or will be useful in resolving the problem. Level 1 disciplinary action may be imposed by classroom teachers, principals, assistant principals, or other designated school authorities.

These rules apply to students at all times while they are on school grounds, off school grounds at a school-related activity, function, or event or on school buses. **All consequences will determined by school administration.**

Behavior	Definition	Level 1 Disciplinary Action
Cheating	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.	Examples of disciplinary actions which classroom teachers can use to address Level 1 misbehavior include, but are not limited to: verbal reprimand, special assignments (constructive), oral or written notification to parent(s); student mediation, contracts, classroom detention, conference with student and/or parents, parent observation of student during class time, temporary separation from peers, loss of class privileges, restitution, merits/demerits, counselor referral, administrative referral.
Disorderly Conduct	Engaging in minor physical or verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct is likely to provoke a violent response or disruptive response.	
Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by Canfield Local School Policies. (See Uniform Dress Code).	Parent will be called to bring in appropriate clothing. If the parent is not available, the student will wear clothing from the nurse's office. If there are repeated offenses, the principal will determine if detention is needed.
Forgery	Writing the name of another person or altering times, dates, grades, passes or permits	
Gambling	Playing any game of chance or skill for money or item of value	School administrators may use any of the actions available to the classroom teacher, as well as central detention, transfer to another class, loss of school privileges, schedule changes or such

		other in-school remedial action as the administrator deems appropriate.
Indecent/Objectionable Language	Using Language socially unacceptable, offensive, or making improper gestures in the presence of others.	Out of School suspension/expulsion is not an option for level 1 discipline
Littering	Throwing of paper, trash, or other materials on the floor anywhere on School Property	
Truancy, Class Cutting and Tardiness	Unexcused absences, cutting class or arriving at School or Class after the designated time.	

*Students caught cheating on statewide testing may be subject to suspension or expulsion from school and the results of his/her test will be nullified.

Level 2 Behavior (Illegal and/or serious misconduct - not life or health threatening to others)

A student charged with behavior which is classified herein as Level 2 shall be subject to the disciplinary actions listed below which are recommended for each offense. This means that lesser penalties may be assessed depending upon the facts and circumstances, but not a greater penalty than that listed shall normally be applied. Disciplinary actions may be imposed out of the sequence listed if the circumstances surrounding the misbehavior, including the student's past record, seems to warrant a more severe penalty. However, if the progressive discipline policy is not followed, the grounds for imposing a lesser or harsher penalty must be documented.

Level 2 disciplinary actions may be imposed by the superintendent or principal in accordance with Ohio law. These rules apply to students at all times while they are on school grounds, off school grounds at a school-related activity, function or event, off school grounds, but school related, or on school buses.

Behavior	**Definition**	**Disciplinary Action**		
		First Offense	Second Offense	Third Offense
Damage/Destruction Of Property	Causing, attempting to cause or threatening to cause damage to School or private property.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
Extortion/Coercion	Obtaining or attempting to obtain money or property from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
Fighting	Engaging in physical conflict with another pupil, threatening serious harm to another pupil or engaging in violent or turbulent behavior.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
Insubordination	Knowingly refusing to comply with reasonable school rules or with reasonable instructions of authorized school personnel, including repeated Level 1 violations and multiple offenses.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion

Hazing	Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
Obscenities/Verbal Abuse/Vulgarity	Directing obscene, abusive, or vulgar language, written or verbal, toward school personnel, or any member of the school community. This shall include use of obscene gestures and signs.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
Refusal to Identify Self	Refusal to show valid identification or to give his/her correct name when requested to do so by school personnel or persons delegated school authority.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
Theft	Engaging in any conduct for the purpose of disrupting or obstructing any lawful mission, process or function of the school or a school-related activity.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
Trespassing	Being in a school building or on school grounds without permission or refusing to comply with a request to leave school premises.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion
*Use of Tobacco	Smoking, using or possessing tobacco in any form. Possessing lighters or matches.	Short-term suspension (1-3 days)	Long-term Suspension (3-10 days)	Recommendation for Expulsion

Level 3 Behavior (Illegal and/or serious misconduct - potentially life or health threatening)

A student committing behavior which is classified as Level 3 may be subject to suspension from the school and subject to a recommendation for expulsion from the Canfield School System. Students expelled from the Canfield Village Middle School may be reinstated in accordance with Board of Education regulations.

These rules apply to students at all times while they are on school grounds, off school grounds at a school-related activity, function or event or on school buses.

Behavior	Definition	Disciplinary Action
Arson	Setting fire, or attempting to set fire, to a school building or property located on school grounds or any property belonging to, rented by or on loan to the school district or property (including automobiles) of persons employed by the school or in attendance at the school.	Recommendation for Expulsion

Assault/Intimidation Harassment/Bullying	Intentionally causing, attempting to cause, or threatening to cause physical injury to a staff member, student and/or private citizen. Repeated, direct or indirect physical or psychological intimidation, creating a pattern of harassment and abuse. This includes electronic bullying.	Recommendation for Expulsion
Bomb threats/False alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property or reporting a fire when no fire exists.	Recommendation for Expulsion
Possession or use of weapons or dangerous instruments	Possessing, handling, transmitting, or using any kind of firearm, knife, razor, club, chain or other look-alike or replica object or item which can be considered a weapon or used as a weapon or dangerous instruments including laser pointers. This includes bringing such items into the school or to a school-sponsored activity for another person. It also includes having such items at one's desk or placing them in a locker or vehicle or hiding place on school property. NOTE: In accordance with state law and board policy, students found in possession of a firearm or knife under the conditions listed above shall be expelled for a period of one year.	Recommendation for Expulsion
*Sale, Use or Possession of Alcohol, Drugs, or other chemical control substances.	Selling, using, or possessing drugs, mood-altering chemicals or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind or alcoholic beverages or other intoxicant on school property or at school functions. This includes bringing such items into the school for another person, to a school-sponsored activity or having such items at one's desk or placing them in a locker or hiding place on school property.	Recommendation for Expulsion
*Sexual Offenses	Committing any willful and/or deliberate act with the intention of gaining sexual favors or furthering acts lewd or lascivious in nature, including acts of indecent exposure. Sexual offenses also include consensual or nonconsensual sexual contact or conduct and posting any inappropriate cell phone pictures, materials, or other pictures on the internet.	Recommendation for Expulsion
Vandalism/Theft	Substantial destruction, defacing or theft of school or private property.	Recommendation for Expulsion
Inducing Panic/Verbal Threats of Violence	Disrupting school by use of violence, coercion, or threat. This shall include use of same to incite others towards acts of disruption (individual or group related).	Recommendation for Expulsion
Endangering Safety of Students/Staff	Any conduct which imposes a threat to another person's life, health or seriously disrupts or interferes with the educational process, including gang membership activity.	Recommendation for Expulsion

Notes

*First offenders shall be referred to appropriate counseling and/or treatment programs. Such referrals may be repeated for subsequent violations. **All disciplinary action is at the discretion of school administration.**

Restricted Privilege

Certain opportunities at Canfield Village Middle School are privileges but not rights. As such chronic offenders of school policies, including but not limited to attendance, tardiness, disciplinary infractions, etc., may be restricted from accessing these privileges. Students placed on restricted privilege status lose the privilege to participate from attending extra-curricular and sporting events, school dances, assemblies, and field trips.

Technology Policy

Cell Phone / Electronic Device Policy

1. Students may possess a cell phone or related device (smartwatches, etc.) in school, but it must be turned off and not visible. Violation of this policy will lead to disciplinary consequences.
2. Cell phones cannot be used in any area of the school except as directed by a staff member.
3. Students may not use cell phones in the restroom or locker room for any reason except emergencies.
4. Teachers may require students to place their phones in a designated area when entering their classroom; to be retrieved when they leave that classroom.
5. Students may not use electronic devices during lunch and recess.

ABSOLUTELY NO VIDEO OR AUDIO RECORDING AT ANYTIME ON SCHOOL GROUNDS DURING THE SCHOOL DAY.

Prohibited Electronic Devices

Cellphones, smartwatches or similar devices, recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational process and are prohibited.

Additional Information:

The following are not permitted during the school hours or time spent on school transportation:

1. Posting onto any apps during the school day is not permitted.
2. Accessing, sharing, disseminating inappropriate content, including pornography, material with abusive language, drug/alcohol/weapon related content, or any information deemed harmful, shocking, or inappropriate is not permitted.
3. Using technology for interactive communication in the form of posts on social media websites, including but not limited to Facebook, Twitter, Tumblr, SnapChat, TikTok and other Blog/Chat/Messaging sites is not permitted.
4. Any and all harassment/bullying and intimidation behavior per the Ohio Revised Code:

Harassment (1) "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device. (2) "Harassment, intimidation, or bullying" means either of the following: (a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (i) Causes mental or physical harm to the other student; (ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (b) Violence within a dating relationship. (ORC 3313.666)

Staff and administration reserve the right to determine the definition of distraction as it pertains to the school day.

Consequences for inappropriate use of electronic devices:

First Offense: Warning
Second Offense: Detention
Third/Fourth Offense: Saturday School
After Fourth Offense: Determined by Administration

Internet Connection
Students may connect to the Internet using their Internet provider, however, accessing and/or sharing inappropriate web content will result in confiscation of the electronic device until a parent/guardian retrieves it from the school, and possible consequences ranging from, but not limited to, detention, suspension, expulsion and/or the involvement of local law enforcement. Canfield Village Middle School will not be responsible for any Internet connection expense.

Lost or Damaged Device
Canfield Local School District assumes no responsibility for the theft, loss, or damage of an electronic device brought to school or on the district's buses. Students bring these devices to Canfield Village Middle School at their own risk.

Policy Exemptions and Exclusions
Building and District Administrators reserve the right to designate district classrooms and areas as non-use areas at any time as needed. The district also reserves the right to revise or amend this policy at any point to ensure a safe and appropriate educational environment. All assistive technology devices are permissible for use in the Canfield Local Schools in accordance with IEP and 504 accommodations.

Printing
Students may **not** use their device to print to school printers. All printing must be done using school computers. Files may be transferred by school email accounts or flash drives.

Use of Artificial Intelligence/Natural Language Processing Tools for Schoolwork
Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for

research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Department as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Dress Code

The Canfield Local Schools believes that the dress and appearance of the student is the basic responsibility of the parent or guardian. It is the purpose of this code to ensure that the educational process may occur without interruption. Freedom of expression is one of the basic civil liberties of the American way of life. With this liberty comes the responsibility of good citizenship manifested through decorum, modesty, common sense, and decency which enhance the process of education. The school has the right to rule out appearance or dress that is sufficiently offensive to either impair the student's learning or the learning of other students. With this in mind the following guidelines and policies are offered to ensure the optimal learning environment for all students.

1. Clothing must be generally clean and in good repair. No torn, cut, or ripped clothing above the knee is permitted.
2. Shirts, blouses, and all tops must be long enough to cover the stomach area **when arms are raised.** Shirts, blouses, and all tops must have sleeves that cover the entire shoulder and the top part of the arm. No tops with spaghetti straps may be worn without another top with sleeves under or over it. Mesh or see-through tops are prohibited.
3. Appropriate undergarments must be worn at all times. **No undergarments should be visible.**

4. Hats, sweatbands, bandanas, scarves, and sunglasses may not be worn during the school day. Any garment that covers the head may not be worn or carried during the school day. Sweatshirts with hoods may be worn, but the hood **must not** be covering the head.
5. Facial jewelry or visible body piercing will not be permitted with the exception of the ears. This includes but is not limited to any piercing or jewelry on or about the face such as nose, eyebrows, tongues, and lips.
6. Shorts must be **at least** fingertip length ***when arms are rested at the sides***.
7. Pants must fit appropriately. If sweatpants, yoga pants, or any other tight-fitting pants are worn, an appropriate top must be worn. **The top layer of clothing must reach the thigh.** Students wearing pants too low or too tight will be removed from class until appropriate pants or top is provided. Flannels, pajamas, and loungewear are prohibited.
8. Skirts and dresses follow the same guidelines as shorts and **must be fingertip length.**
9. Shoes must have backs or back straps **(no flip flops).** Gym classes may require athletic shoes.
10. Coats, jackets, or any garment considered as wear for outdoors may not be worn or carried throughout the school day. Because of varying temperatures, students are strongly urged to keep a sweater in their locker to compensate for uncomfortable conditions.
11. Book bags or like items must be secured in lockers or designated areas.
12. Wallets with chains, spiked jewelry or any item or garment which poses a safety risk is prohibited.
13. Clothing or accessories with writing, pictures, slogans referring to or suggestive of inappropriate, derogatory, or offensive language, alcohol, drugs, tobacco, or obscenity are prohibited.
14. Hair color or style that is disruptive or distracting to the learning environment is prohibited. Hair color must be of natural human color hue.
15. Any student whose appearance, as determined by the administration, is distracting or disruptive to the optimal learning environment will be considered in violation of this code.
16. Future fads or trends cannot be spelled out in the dress code guidelines. The school reserves the right to amend its dress code at any time to address new fads and trends it feels disrupts the learning environment or school day.

Consequences for violation of student dress code:

- First Offense: Warning
- Second Offense: Detention
- Third/Fourth Offense: Saturday School
- After Fourth Offense: Determined by Administration

Transportation

Bus Information

Transportation to school is a privilege. Bus privileges can be removed at any time for disruptive and/or unsatisfactory conduct. All students being transported are under authority of the bus driver and must obey the bus driver's requests. Whenever it becomes necessary to refuse transportation to a student due to his/her misconduct, the school authorities shall notify the parents of such refusal with explanation for this action.

All students must leave the building immediately after school unless under the direct supervision of a staff member.

Canfield Village Middle School does NOT issue or permit bus passes.

Student Drop-off/Pick-up

Supervision for students is not available until 7:30 a.m. All students should be dropped off at school no sooner than 7:30 a.m. and should arrive to first period by 7:55 a.m. Cars are not permitted in the circle after 7:30 a.m. Students arriving to school prior to 7:50 a.m. should report to the front gymnasium. Dismissal is at 2:40 p.m. Students riding a school bus will be released first, followed by students who are walking or being picked up in a car. Cars should park in the school parking lot and wait for the children to exit the building. Any student who needs to be picked up during the course of the school day must bring a note stating the time s/he will be leaving. It is the responsibility of the student to report to the office at the time designated in the note.

Student Sign-out

Students must be accompanied by a parent when leaving school grounds during the school day. A parent signature is required in order for the child to be dismissed.

Care of School Property

Computers

Use of computers is a privilege which requires responsible student actions. Damage to/misuse of computers will not be tolerated. Any student found using a device to transmit/receive profane, obscene, threatening, or otherwise inappropriate messages, will lose all computer privileges and, depending on the severity of the offences, may be suspended/recommended for expulsion with notification of the action submitted to the proper authorities. This also includes the use of the Internet, email, texting, social media, etc. from home or any other place off school property when the information is profane, obscene, threatening, or degrading and disrupts the good order and educational process or the school. (Additional guidelines, found in board policy governing computer use, will be followed and are available for inspection in the Main Office.)

Library

The library is available for all students. The library books are the property of Canfield Local Schools. Students are responsible for returning books, in the appropriate condition.

Lockers

Seventh and eighth grade students at Canfield Village Middle School are assigned lockers. Sixth grade students are assigned book lockers. **All students should have locks on their lockers.** Students are cautioned not to bring large amounts of money or other valuables to school. The school district is not responsible for lost or stolen articles.

Please note: School lockers are the property of the Board of Education. There should be no expectation of privacy. Lockers and contents can be searched when necessary. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Enrollment Procedures

Transitions to new schools can be difficult. We encourage parents to contact the school if any student is having difficulty with this process. We have a sincere interest in the safety and well-being of our students, which we know you share. Therefore, we request the following information, required by law, to enroll new students:

- Proof of legal custody
- Proof of residence
- Birth certificate (a passport, attested transcript of a birth certificate, baptism certificate or other religious record showing place and date of birth, transcript from a hospital, or birth affidavit can be used)
- Health records
- Previous school address/information

It is important to present this information prior to a student's entry to the school. However, if the information is not presented to the school within 30 days of the student's entry date, the student will be removed from school until such information is provided.

Equal Education Opportunity

In compliance with (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Educational Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973 and (4) of the OCR Vocational Educational Guidelines, we are notifying all students, parents, employees, and general public that the Canfield Local School District has adopted a nondiscrimination policy on the basis of race, color, creed, handicap, religion, gender, ancestry, national origin, or social or economic background. Any complaint regarding this nondiscrimination policy should be referred to our Business Manager, 100 Wadsworth Street, Canfield, Ohio, telephone (330)-533-3303.

The Board of Education has established procedures for processing student grievances related to this nondiscrimination policy. Copies of the student grievance procedures are available from the Business Manager.

Lunch Program

Here at *Canfield Local Schools,* we want to provide our students with the best tools and education to succeed; including what is on their plate. Our lunches we provide to our students are a well-balanced healthy meal to keep them fueled through the day.

The cost of an elementary Lunch is $2.70 per day. CVMS & High School lunch price is $2.95. Milk and extra items listed on the menu are available to purchase daily when purchasing a lunch. Students are assigned a lunch number which is entered into our schools point of sale system.

Visit our website for menu downloads, nutritional information, payforit (online payments) website link, food allergy info and application information for our lunch program http://canfieldlocalschoolsfoodservice.com/

We are pleased to provide FREE & REDUCED MEALS for all students who qualify. It's simple to apply and we accept applications all year. All applications remain confidential. Call 330-533-5507 ext. 2411 for more information or download an application on our website.

Canfield Local Schools' Lunch Charge Policy:

Canfield School Food Service Department has adopted this policy to govern situations when students do have lunch money or when lunch accounts have insufficient funds:
The district shall inform students and parents/guardians in writing of the Districts policy regarding meal charges in each school's policy handbooks. Account balance information is readily available to parents, the school, and the lunch staff.

Meal charges are as follows:
1. Grades K-4thUp to ten (10) lunches may be charged.
2. Grades-5-12th Up to five (5) lunches may be charged.
*No charging will be allowed the last two weeks of every school year to make certain that all debts are paid in full by the end of the year.

Methods of notifying parents of negative lunch balance. . .
1. Parents are notified through our automated "Robo calling system", when a student has a negative balance. The district also sends out letters to parents who have not replenished their accounts after a "Robo call message" has been sent.
2. Parents may also sign up to receive low balance email notices. Log on to www.payforit.net .Select the "Sign Up" option from the menu. A screen will guide you through the process to establish your account.
3. Cashiers notify students of negative balances in the lunch lines.

A fee, not to exceed $30.00 will be charged for all returned checks.

If there are financial problems, please contact the school cafeteria supervisor and we will implement a payment program, or you may print an application for a Free & reduced price meal application. The application is available on our school website. If you need assistance please call Noelle Roth, 330-533-5507 ext. 72411

Medical Information

CVMS has a full-time nurse to administer the health program for Canfield Local Schools. The nurse's office is merely an emergency station and is not equipped to diagnose or take care of serious illness. If a medical emergency develops, medical aid is available to all students. If a student becomes ill, the student is to report to his/her teacher to get a pass and then report to the nurse who will decide what should be done. Students are not permitted to leave the school building because of injury or illness without proper authorization. If the nurse is not in the building, students are then instructed to report to the office. Any student who is too ill to attend class will be sent home.

Medication will not be administered unless the proper forms are completed by a parent and physician according to State Law. We must have the physician's signature for any medication.

Communicable Diseases

Casual-contact Communicable Diseases
Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who is ill or may have been exposed to a communicable disease or highly-transient pest, such as lice or scabies. The nurse and/or designee will contact a parent whenever a child is too sick to be in school. A communicable disease chart is posted in the nurse's office.

Non-casual-contact Communicable Diseases
The school district has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the students' health will be

reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted disease, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

Communicable Disease Chart for Schools

The current Communicable Disease Chart is available on the Ohio Department of Health website at https://odh.ohio.gov. This website includes information regarding the disease, incubation and symptoms, method of transmission, and required actions and additional information. The following communicable disease are included in the chart:

Communicable Disease List		
Chickenpox (Varicella)	Impetigo	Pinworms
Common Cold	Lice (Head Lice, Pediculosis)	RSV (Respiratory Syncytial Virus)
COVID-19 (SARS-CoV-2)	Measles (Rubeola)	Ringworm (Tinea)
Croup	Meningitis, Bacterial	Scabies
Diarrheal Diseases	Meningitis, Viral/Aseptic	Scarlet Fever/Strep Throat (Streptococcal Infections)
Fifth Disease (Erythema Infectiosum)	Molluscum Contagiosum	Thrush (Candidiasis)
Flu (Influenza)	Mononucleosis	Tuberculosis (TB)
Hand, Foot, and Mouth Disease (Coxsackie Virus)	MRSA (Methicillin-resistant Staphylococcus aureus)	Whooping Cough (Pertussis)
Hepatitis A	Mumps	
Herpes Simplex Virus (HSV)	Pink-eye (Conjuctivitis, Bacterial or Viral)	

Control of Blood-borne Pathogens

The Canfield Local School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify her/his teacher, who will contact the school nurse.

Student Well Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

MEDICATION POLICY

The Canfield Board of Education, as mandated by the State of Ohio, has a medication policy for the entire school system. In order for the school to give medication to your child, several procedures MUST be followed. In a "nutshell", students are not allowed to carry any medication in the school unless the proper forms are completed, signed by both the parent and the physician. If it is medically necessary for a student to have medication during the school day, the parent must bring that medication to the school and complete the necessary medication forms. When these forms are completed, the nurse or a person designated by the principal of that school will administer the medication. Only inhalers, epi-pens and diabetic needs may be carried by students if the proper medication forms are completed, signed by both the parent and the physician. This includes over the counter medications. The school nurse may administer several over the counter medications such as Tylenol. Only the school nurse can administer these school-purchased, over the counter medications from the nurse's office. If you have any questions concerning this policy, please call the school nurse at 330-702-7013.

Medication Procedure

1. The medication must be brought to the school by the parent or guardian.
2. The medication must be in the original container from the pharmacy.
3. The medication must be labeled with the medication's name, the physician's name and your child's name, and time to be given.
4. The "Parent Request and Authorization to Administer a Prescribed Medication or Treatment" form must be completed and signed by the parent or guardian and must include the signature of the physician.
5. New forms must be completed each school year.
6. Any medication not picked up by the parent or guardian by the end of each school year will be disposed of by the School Nurse.
7. Any medication brought in by a parent in a baggie or inappropriate container with a note will NOT be given to the student.

Medication Regulations

As of July 2011, the Ohio Department of Health developed some new regulations concerning the delivery of medication in the school. The new regulations cover three main issues. The first is who can give students medication at school, the second covers what procedures must be followed for medications to be given in school, and the third deals with what medications a student can carry during the school day.

According to the new regulations, only the nurse and employees who have been trained by the nurse can give medications to students. Untrained employees and volunteers in the school cannot give a student any medication. Volunteers cannot give medication even on field trips. Currently most of Canfield's administrators and secretaries have been trained to administer oral medication.

What medications can your child have in the school? Any medication, either prescription or **over the counter, that is medically necessary for your child to remain in school,** can be given to your child at school as long as the proper paperwork has been completed and is signed by a parent AND THE

PHYSICIAN. The medication must be delivered to the school by the parent and can only be given to your child by the nurse or the trained, designated employees. Students cannot carry any medications with them or in their lunch, purse, or backpack. The ONLY medications students are allowed to carry on their person, and only if the proper paperwork is in the nurse's office, are inhalers for asthma, epi-pens for anaphylactic reactions, and insulin and testing materials for diabetes.

The school does keep a small supply of over-the-counter medications such as Tylenol. This medication can be given by the nurse after an assessment. The distribution of over-the-counter medications that are in the nurse's office and are given by a nurse do not require any paperwork on the part of the parent, but can only be given when the nurse is in the building. **Cough drops, vitamin drops, and throat lozenges are not used in the elementary schools.** If you have any questions about the new regulations or any questions concerning your child and medication, call the nurse at your school.

Diane Pool, RN, BSN Sandra Mulligan, RN, BSN Kim Fyock, LPN, WCC Regina Reynolds, RN

Medication/Illness/Injury/Immunizations

No medication will be distributed by secretaries. No medication is allowed in the school unless in compliance with Canfield's medication policies. All injuries must be reported to a staff member or the office. A student who becomes ill during the school day should request permission to go to the nurse's office. An appropriate adult in the office will determine whether the student should remain in school or go home. All arrangements with parents must be made by a staff member; students are not permitted to use school phones or cell phones to call or text parents without permission from a school official. A school official must contact parents. All students must have all immunizations required by law. All students must have a current, complete Emergency Medical Authorization Form on file in the school. Please contact the school nurse for more complete information about any medical issue. (See Canfield Local Schools Policy 5330)

CANFIELD LOCAL SCHOOLS IMMUNIZATION POLICY

The Canfield Board of Education, as mandated by law, requires that students must be current with all immunizations. These include but are not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps. Students who have not been immunized must have an authorized exemption from State immunization requirements. Students who started kindergarten during or after the 1999 school year must be immunized against Hepatitis B. Students who started kindergarten during or after the 2006 school year must be immunized against chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of an epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the immunization requirements. Any questions about immunizations or exemptions should be directed to the school nurse initially.

STUDENTS SERVICES

Guidance

There is a full-time School Counselor on duty at CVMS to assist with student needs. The goal of the school counselor is to provide assistance with school related concerns, help students develop positive social relationships, and help students learn to work together to develop win-win solutions to problems that occur in the classroom and on the playground. Parents can access guidance services by contacting via email or phone.

Student Assistance
Our goal is to help each child reach their potential and have a successful middle school experience. Teachers consistently monitor and evaluate student progress. Student interventions may be developed if a child experiences difficulty and/or is becoming frustrated with daily work. Interventions are developed to provide support and are planned to meet the unique needs of each child. Sometimes these interventions occur in the classroom, while other times they may be provided in a smaller group setting. Often times, parents are invited to be part of the intervention team. The goal of student intervention team meetings is to develop consistent learning routines between home and school. This process often helps ease the frustration and help children feel more confident in the classroom setting.

Students with Disabilities
The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but to all individuals who have access to the district's programs and facilities.

The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities.
- Has a record of such an impairment.
- Is regarded as having such an impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing, and, if the child is determined to be eligible, affording access to appropriate educational accommodations.

Additionally, in accordance with state and federal mandates, the district seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in the procedure is important and required by Federal (IDEIA, ADA, and Section 504) AND State Law. Questions regarding this process should be directed to the Special Services Office.

General Information

Advertising
Any item that is going to be distributed on school property must be approved by the Superintendent and given to both the Head Principal and Assistant Principal offices prior to distribution.

Asbestos
In accordance with EPA regulations, this school has been inspected for asbestos-containing material and building occupants must be notified as to the presence of asbestos. Friable asbestos within the building may increase the risk of adverse health effects if asbestos fibers become airborne in concentrations exceeding background levels.

Asbestos containing material is present in Canfield Schools.

A record of the inspection report, diagrams of location(s) of asbestos-containing materials, and other pertinent information contained in the school's asbestos management plan is available for review in the respective office in each building.

For further information, please contact the Superintendent's office at (330) 533-3303.

Telephone
Students will not be called to the telephone unless it is an absolute emergency. Students who need to use the phone should report to the office.

Visitors/Deliveries to Students
Adult visitors are welcome at our school. Please stop at the main office to register upon entering the school building. Students who wish to bring a visitor to our school must secure permission from the office at least one day in advance.

The office cannot accept and will not deliver personal gifts or "greetings" to students. Do not have gifts, flowers, personal greetings, etc., delivered to the school.

Withdrawal/Transfer
Parents must notify the principal about plans to transfer their child to another school as soon as possible. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

Notification of Public Records

8310—Public Records
The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of Ohio for inspection and reproduction. The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in statute as having been created, generated, sent, communicated, received, or stored by electronic means, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the district. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are defined in R.C. 149.43.

The public records of this district shall be available during regular business hours, with the exception of published holidays. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. The district's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the district to review and redact nonpublic/confidential information contained in the record.

Each request for public records shall be evaluated for a response at the time of the public records request. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the district to identify, retrieve, and review the record(s).

The request for records need not be in writing. The requester shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the district promptly following the receipt of the request. If the request for records was in writing, the acknowledgment by the district shall also be in writing.

The Superintendent is authorized to grant or refuse access to the records of this district in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may purchase copies of the District's public records upon payment of a fee. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the district keeps the record, or on any other medium in which the custodian of records determined that said record reasonably can be duplicated as an integral part of normal operations. A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in mailing.

Those seeking public records will be charged only the actual cost of making copies. Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the district shall retain e-mails that relate to public business and shall copy them to their business e-mail account(s) or to the records custodian.

The records custodian shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the district. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this district, except student records and certain portions of personnel records.

A School District Records' Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying district records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed

to provide guidance to district employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.
R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26, 3319.32, 3319.321
20 USC 1232g
Revised 12/21/05
Revised 9/19/07

- *Section 9528 of the ESEA (20 U.S. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 US 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-109), the legislation that provides funding for the Nation's Armed Forces.*

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights to the student's educational records. These rights are:

1. The right to inspect and review the student's education records, within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. A school official will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.
2. The rights to request the amendment of records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, a school official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to release of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception exists when a school official needs to review an education record in order to fulfill his or her professional responsibility. The school also discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office of FERPA is the same as the Family Policy compliance Office in Washington, D.C.

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

If you have a question about how your school district complies with FERPA, please contact your building principal or central office.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires your school district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family.
3. Sexual behavior and attitudes

4. Illegal, antisocial, self-incriminating and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes, and certain physical exams and screenings.

Parents or students, who believe their rights under PPRA may have been violated, should first contact their building principal. If concerns still exist, they may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact, giving reasonable cause to believe that a violation of PPRA occurred.

Family Policy Compliance Office
US Depart of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Field Trips

Field trips are school-sponsored activities for CVMS students only. Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

Homeless Students

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in educational programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For enrollment information, contact the school office.

Insurance

School insurance is available at the beginning of the school term for a nominal fee. Parents should check the protection features carefully before purchasing. It should be noted that school insurance will not cover any claim that is covered by other insurance which the family may carry.

Lost and Found

Students who find lost articles are asked to take them to the office so they can be claimed by their owner. Lost and found is located in the Special Services hallway. All Items in the lost and found will be donated one week after the grading period ends.

Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), and Federal Law, require that your school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary, in accordance with district procedures. The primary purpose of the directory information is to allow your school district to include this type of information from your child's education records in certain school publications, such as the yearbook, honor roll, graduation programs, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require your school district to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the school that they do not want their student's information disclosed without their prior consent.

Canfield Local Schools has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received.
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Fees

A $30.00 fee has been established by the Canfield Board of Education for each CVMS student. The fees cover the costs of materials and supplies consumed or depreciated through students' use. New students enrolling in or after January the cost will be $15.

Band Fees: Students who play the following school owned instruments, oboe, bassoon, French horn, baritone, and tuba will be assessed a $60.00 user fee per school year. A parent signed contract must be returned with check payable to Canfield Board of Education. Percussion students will be assessed a $35.00 user fee for the use and maintenance of all percussion equipment.